Creating a Non-catalog Item

1. From the home page of the OK Corral choose “non-catalog item” from underneath the Shop bar.
2. Enter your supplier name in the “Enter Supplier” field.
3. Enter a description of what you are purchasing in the “Product Description” field.
4. Enter your catalog number, if applicable, in the “Catalog No.” field. If not applicable, enter N/A.
5. Enter your quantity in the “Quantity” field.
6. Enter your quote price for your product in the “Price Estimate Field”.

![Image of software interface]

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No.</th>
<th>Quantity</th>
<th>Price Estimate</th>
<th>Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom portfolios per quote previously submitted.</td>
<td>N/A</td>
<td>150</td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>
7. Select your unit of measure from the “Packaging” field.
8. Optional: Enter the manufacturer name and part number in the “Product Details” section.
9. If you have another non-catalog item to add to your cart for this same supplier, click “Save and Add Another”. If not, click “Save and Close”.

![Diagram of the user interface showing the save options: Save and Close, Save and Add Another.]

- **Save and Close** button highlighted.
- **Save and Add Another** button highlighted.

**Non-Catalog Item**

- **Dearinger Printing Co**: select different supplier
- **Address**: 605 S Lewis St, Stillwater, OK 74074-4028 US
- **Distribution Methods**
  - Email (HTML Body): osu.test.vendor+dearinger@gmail.com
  - The system will distribute purchase orders using the method(s) indicated below:
- **Email (HTML Body)**: osu.test.vendor+dearinger@gmail.com

**Product Description**

- **Custom portfolios per quote previously submitted.**
- **N/A**
- **Quantity**: 150
- **Price Estimate**: 25.00
- **Packaging**: EA - Each

**Product Details**

- **Commodity Code**
- **Manufacturer Name**: Seagate
- **Manufacturer Part No**: LK12345

**Miscellaneous Checkboxes**

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green